



The City of Norton
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To: Civil Service Commission (3) emailed
From: Janice Back, Civil Service Commission Secretary
Date: November 21st, 2014
Re: Approved, signed Civil Service Commission minutes for meeting held
on October 8th, 2014

Attached you will find a copy of the approved, signed minutes from the Civil Service Commission meeting held on October 8th, 2014.

Please note the original, approved, signed minutes are hereby forwarded and on file with the Clerk of Council.

original on file: Karla Richards, Clerk of Council

hard copy cc: Ann Campbell/Admin. File
Civil Service Commission Boardroom File
Posting/Stenographer/CSC file

emailed cc: CSC Members (3)
Mike Zita, Mayor
Valerie Carr, Administrative Officer
Justin Markey, Esq.-Director of Law

City of Norton
CIVIL SERVICE COMMISSION

October 8th, 2014

*The Norton Civil Service Commission convened for a meeting in the NFD Administrative
❖ Secretary's Office*

Chairperson Angela Beck called the meeting to order at 3:00 p.m.

Roll Call: Angela Beck
Judith Dynia
Peggy Dobbins
Invitee: Valerie Wax Carr, Administrative Officer

OLD BUSINESS:

- There was no old business at this time.

NEW BUSINESS:

- After the CSC completed Payroll Certification, the CSC talked with Valerie Carr about the NPD Chief position. NPD Chief, Thad Hete was required by the “drop” to end his contract as Police Chief in September, 2014. Chief Hete resigned and Sergeant John Dalessandro is filling in as Interim Chief until the position can be filled. There is one candidate that is eligible as an internal promotion. According to the Rules of the Civil Service, Rule 9-06. A and 9-06. B (*Ordinance 35-2001, Promotional exams shall be limited to persons whose experience, education, knowledge, skills and abilities, meet the minimum qualifications as set forth in the promotional examination announcement.* Administrator Valerie Carr and the CSC agree that an Assessment Center should be scheduled to test the candidate. “Precedence is the key for the future”. A Promotion without Competition could be considered but all were in favor of scheduling an Assessment Center for the candidate. This process will test the character and fitness of the candidate. Secretary Janice Back called the testing company during the meeting to see if a date in October was available. October 25th, 2014 was confirmed for the Assessment Center. *Please see attachment of Posting for Police Chief.*

Roll Call: Yeas: Angela Beck
Judith Dynia
Peggy Dobbins

Nays: None
Motion Passed 3-0

- Another concern of the CSC and the current administration is to complete the hiring process of the Superintendent of Public Service, Ernie Reynolds. Due to the lack of procedure from the previous administration, Mr. Reynolds was offered a promotion (without competition). A letter was written explaining the situation but was never submitted to the CSC. He accepted the position in 2013. It wasn't until the State Personnel Board of Review Annual Report was due (in April of 2014), that the CSC learned about the classified promotion without substantiated by written documentation fro the Mayor or City Administrator showing that the duties performed by the person nominated have been in actual preparation for the higher position, and that such person is entitled to promotion by reason of effective performance and appropriate qualifications (per City of Norton Rules of the Civil Service Commission, Rule 9-05, adopted 4/12/2010, Ordinance # 35-2010).

Vice Chair Judith Dynia requested that secretary Janice Back prompt a letter to Administrative Officer, Valerie Carr requesting the letter that was written by the previous administrator about this hiring situation.

The CSC voted unanimously in favor of completing the hiring process of the Superintendent of Public Service, Ernie Reynolds and to prompt a letter to Administration to clear this up.

Roll Call: Yeas: Angela Beck
Judith Dynia
Peggy Dobbins

Nays: None

Motion: Passed 3-0

- The final item for the meeting was a request, in writing from Interim Chief Dalessandro request to extend the current eligibility list for NPD Officer for an additional year. This would extend the list into 2016. *Please see attachment requesting the list to be extended for an additional year.*

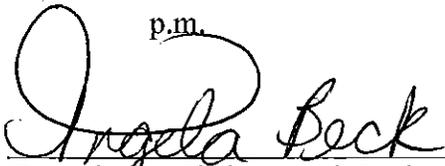
Roll Call: Yeas: Angela Beck
Judith Dynia
Peggy Dobbins

Nays: None

Motion: Passed 3-0

CONSIDERATION OF THE MINUTES:

- There were no minutes prepared to sign at the present time.
- With no further business coming before the Commission, the meeting was adjourned at 3:45 p.m.


Commission Chairperson/Member


Commission Vice-Chairperson / Member

Date Approved: 11-19-14

CITY OF NORTON
CIVIL SERVICE - NOTICE OF EXAMINATION

Notice is hereby given that the Norton Civil Service Commission will hold an assessment center for the following position:

Chief of Police
NORTON POLICE DEPARTMENT

This position is responsible for immediate charge of the Division of Police, shall have jurisdiction over the Police Station and any substation which may be established, and shall have control over the stationing and transfer of all patrolmen and other employees constituting the Division of Police under such rules and regulations as Council may prescribe.

Date and Time of Assessment: Saturday, October 25th, 2014 @ 10:00 a.m.

Place of Examination: Norton Fire Division Training Room

To be considered for the position, please submit your name, along with a letter of consideration to the Administrator Officer no later than 12:00p.m. (noon) Friday, October 24th, 2014. Your name and letter of consideration will then be forwarded to the Civil Service Commission (members 3).

Ordinance 240.01 CHIEF OF POLICE

(a) The Chief of Police shall be in immediate charge of the Division of Police, shall have jurisdiction over the police station and any substation which may be established and shall have control over the stationing and transfer of all patrolmen and other employees constituting the Division of Police under such rules and regulations as Council may prescribe. No special detectives or other special officers shall be employed except upon written authority from the Mayor and the Safety Committee of Council, and such authority shall be exercised only under the direction and control of the Chief of Police and for a stipulated time.

(b) The method of selecting the Chief of Police shall be as set forth below. Such method is intended to be different from the method set forth in Ohio R.C. 124.44 or any other statute governing the appointment of chiefs of police.

(c) When a vacancy occurs in the rank of the Chief of Police, the Civil Service Commission, within 60 days of such vacancy, or as soon thereafter as is practicable, shall first conduct a closed competitive examination as described in this division (c) for purposes of establishing an eligible list of candidates for the position of Chief of Police; provided that, if three or less candidates eligible under the provisions of this division (c) submit their names for consideration for the position of Chief of Police, the Commission may waive the requirement of an examination and proceed with an alternative assessment of the three or less candidates who submit their names for consideration. The Commission shall prescribe the subjects of the examination and the relative weights to be attached thereto; provided that, any such determination must have been adopted prior to the date of publication of the examination announcement.

(1) Eligible applicants for the closed examination process shall have the following qualifications: (i) shall be a full-time employee of the City of Norton Police Department; and (ii) shall have a minimum of five years of full-time service with the City of Norton Police Department with a minimum of five years in the rank of Sergeant or above.

(2) After such examination has been held and an eligible list established, the Commission shall forthwith certify to the Mayor the names of the three persons having the highest scores on said examination.

(3) The Mayor may appoint to the position of Chief of Police, from the candidates having the top three scores, the person, if any, that in the opinion of the Mayor will best perform in the public interest as the Chief of Police. If, upon investigation, the Mayor deems that none of the persons certified is qualified for the position of Chief of Police, the Commission shall then proceed to conduct an open competitive examination.

The City of Norton is an Equal Opportunity Employer. No applicant shall be discriminated against on the basis of race, religion, color, creed, national origin, disability, age, or sex.

The City of Norton Civil Service Commission
AB/JD/PD
Date of Posting: October 10th, 2014